

APPLICATION PACKAGE

INSTITUTIONAL ENERGY EFFICIENCY PROGRAM SUMMARY

The Institutional Energy Efficiency Program provides financial assistance in the form of matching grants to aid schools and universities reduce energy consumption in their buildings. This 50-50 cost sharing program permits institutions to use in-kind contributions such as staff salaries and on-hand building materials as part of their matching portion.

- Step A: Energy Audit (EA). A qualified energy auditor, who may be in-house Personnel, conducts a walk-through survey of the building, examining it's energy-using systems, and physical characteristics, the amount of energy the facility is consuming, and the potential for improved maintenance and operating (M&O) procedures. The energy audit must be completed on a form provided by the D.C. Energy Office. Energy audit data is used to rank buildings for funding in the Technical Assistance phase (Step B). **No grant funds are available for EAs.**
- Step B: Technical Assistance (TA) – Comprehensive Energy Studies . In this phase, a professional engineer or engineer/architect team conducts a comprehensive study of the building's physical systems and plant management including energy consumption patterns, building envelope, lighting, heating, cooling, ventilation and domestic hot water systems and additional M&O procedures to determine the energy conservation potential of the building. The TA includes a detailed analysis of potential energy conservation capital improvements (ECMs), including the use of solar and renewable energy resources and Energy Star products, which reports the specific costs, energy and dollar savings and payback periods obtainable from the installation of such measures. Examples would be replacement windows, lighting retrofits, HVAC control systems and solar water heaters. Applicants are advised that they will not be able to obtain funding for TA studies for two (2) consecutive years.

An evaluation committee will be established to review all completed applications received by the submission deadline and will recommend to the Director of the DDOE acceptance or rejection of the applicants for program participation.

GENERAL INFORMATION FOR TA APPLICANTS

1. Eligibility: The District of Columbia public and private K-12 schools, colleges and universities may apply for grant funds. The building must be owned and primarily occupied by the institution.
2. Prerequisites: Institutions applying for TA grant must first complete an energy audit using a DDOE Energy Audit Report Form for each building for which TA funding is requested. Energy audit forms may be obtained from DDOE.
3. Matching Contributions: All projects must include cost sharing in the form of matching cash or in-kind support from the customer. DDOE will contribute fifty percent (50%) of the eligible study costs, up to \$24,000, based on the estimate received from the Service Provider.
4. Maintenance and Operating Procedures (M&O): TA applicants must implement all M&O changes identified in the energy audit; and ECM applicants must implement all M&Os identified in the TA report as a condition for receiving grant funds. If there are applicable measures that cannot be implemented before submitting your application, adequate justification for not implementing these measures must be given.
5. Service Provider Selection: Program participants choose their own qualified professional engineer or engineer/architect team.
6. Cost of Preparing a Grant Application: The cost of preparing a TA grant package is not reimbursable.
7. All project cost should be rounded to the nearest dollar.

HOW TO APPLY FOR A TECHNICAL ASSISTANCE GRANT

Applicant must:

1. Be a school, a university or a college in the District of Columbia
2. Complete a walk through energy analysis for each building for which TA funding is requested.
3. Implement all applicable maintenance and operating procedures identified in the energy audit.
4. Contact a professional engineer/architect firm that is qualified to conduct a TA study.
5. Receive from the engineer/architect a firm estimate of the proposed cost of the TA study. The DDOE will fund up to 50 percent of the proposed cost.
6. Complete a TA application package. An institution should complete one application, regardless of the number of buildings for which TA funding is requested. Individual building and budget information is required.
7. Submit one original and one (1) copy of the completed TA application package, including copies of the energy audit for each building for which TA funding is requested, to the D.C. Energy Office. The application package of each applicant must be marked in the upper left corner with name and address of applicant. Deliver to the DDOE at the following address:

**IEEP Grant Applications
District Department of the Environment
Office of Energy
2000 14th Street, NW, Suite 300 East
Washington, DC 20009
Attention: IEEP Manager**

APPLICATION PACKAGE CONTENTS

The contents and order of all applications shall be as follows:

Part I:	Application Form
Part II:	Remarks
Part III:	Building Annual Energy Use
Part IV:	Budget Information
Part V:	Milestone Chart
Part VI:	Maintenance & Operations Checklist
Part VII:	Technical Assistance Certification
Part VIII:	Assurances



APPLICATION FORM
D. C. ENERGY OFFICE DISTRICT OF COLUMBIA GOVERNMENT
INSTITUTIONAL ENERGY EFFICIENCY PROGRAM

APPLICANT INFORMATION

Legal Name: _____

Contact Person and title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Employer Identification Number (EIN): _____

Duns & Bradstreet Number (D&B): _____

ENERGY CONSERVATION PROJECTS (Use a separate sheet, if necessary)

Date of last Comprehensive Energy Study at Institution: _____

Were recommendations implemented? ☐ Yes ☐ No. Explain _____

Implementation Date of last ECM at Institution _____

Briefly explain measures _____

Have you ever participated in an Energy Conservation Program? ☐ Yes ☐ No.

If yes, who sponsored the project? _____

PROJECT DESCRIPTION

Application Type (check one): ☐ TA for ___ building(s)

Total Project cost: \$ _____ Funds Requested from DDOE: \$ _____

Proposed Start Date: _____ Proposed End Date: _____

- i. *I certify that the information provided on this application and all information I submit in support of this application is true to the best of my knowledge.
I understand that all applications may not be funded.*
- iii. *I authorize all utility companies to release my account number and information as it relates to consumption for the purpose of allowing DDOE to assess the effectiveness of services provided.*
- iv. *I grant permission to DDOE to provide information in my file to all utility companies and other agencies for the purpose of research, evaluation and analysis.*

APPLICANT SIGNATURE: _____

NAME AND TITLE: _____ DATE: _____

ORGANIZATION AND PHONE NUMBER: _____



REMARKS

(Complete a separate sheet for each building for which funding is being requested)

1. Name and Address of the building _____

2. Building Owner of Record _____
3. Date Building was completed _____
4. What is the functional use of the building?
 - ☐ Elementary
 - ☐ Secondary
 - ☐ College/University
 - ☐ Other (specify): _____
5. What is the size of the building? _____ Sq. ft.
6. What is the annual energy cost of the building? \$ _____
7. What are the estimated energy savings resulting from the implementation of operating and maintenance procedure changes? _____ MBTU/SF/YR

Complete a separate sheet for each building.

Institution _____

Building _____

BUILDING ANNUAL ENERGY USE SUMMARY

Information is for the 12-month period from _____ to _____ (month/year)

FUEL	USAGE	CONVERSION FACTOR	MBTU	COST
Electricity	Kwh		=	\$
Natural Gas	CCF or therms		=	\$
Oil #2	Gal		=	\$
Oil #6	Gal		=	\$
Coal	Tons		=	\$
Liquefied Petroleum Gas (LPG)	Gal		=	\$
Purchased Steam	Lbs		=	\$
Purchased Chilled Water	Ton-hrs		=	\$
Other (specify)	(____)		=	\$

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Total MBTU

Total Cost

Annual Energy Use Index = Total MBTU ÷ Building Size = _____ MBTU/SF/YR

Annual Energy Cost Index = Total Cost ÷ Building Size = _____ \$/SF/YR

Institution _____

Building _____

BUDGET INFORMATION				
SECTION A – BUDGET SUMMARY				
Grant Program Function	DDOE’S Share	Applicant’s Share	Total	Type of Applicant Match
	\$	\$	\$	
TOTALS	\$	\$	\$	
SECTION B – BUDGET CATEGORIES				
Categories				
a. Personnel				
b. Equipment				
c. Supplies				
d. Contractual				
e. Other				
TOTALS				

Complete a separate sheet for each building.

Institution _____

Building _____

MILESTONE CHART

A milestone is an identifiable major activity on your work program, reflecting the beginning or completion of the event.

200_____

[illegible]

Complete a separate sheet for each building.

TA applicants must list all operating and maintenance procedures recommended in the energy analysis report.

Institution _____

Building _____

MAINTENANCE & OPERATION CHECKLIST

RECOMMENDED M & O	IMPLEMENTED?		IF NOT IMPLEMENTED, INDICATE REASON
	YES	NO	

I assure that all applicable O&Ms listed above will be implemented by _____ (date).

Name of Certifying Representative

Signature

TECHNICAL ASSISTANCE CERTIFICATION

To be completed by the TA analyst.

Institution _____

Building _____

NAME OF TA ANALYST: _____

ORGANIZATION/AFFILIATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

I, _____, certify that I am an (check one) ☐ Engineer
☐ Architect licensed and registered under the regulatory authority of (check one) ☐ the District of Columbia ☐
Maryland ☐ Virginia. I have a minimum of two years experience in energy systems in buildings and I am
otherwise qualified to perform the duties of TA analyst in accordance with the guidelines outlined by DDOE. The
TA report is in compliance with the reporting requirements and the data presented is accurate to the best of my
knowledge.

Signature

Date

ASSURANCES

Institution _____

As the duly authorized representative of the applicant, I certify that the applicant:

1. Is eligible for technical assistance or for energy conservation measures.
2. For applications for technical assistance, has implemented all operating and maintenance procedures recommended in the energy analysis. For any procedure not implemented written justification must be provided.
3. Will obtain from the technical assistance analyst, before the analyst performs any work in connection with a technical assistance program, a signed statement certifying that the technical assistance analyst has no conflicting interest and is otherwise qualified to perform the duties of technical assistance analyst.
4. Is aware that the cost of a TA project attributable to a chapel or similar facility located in a parochial school is ineligible for funding and must be borne solely by the applicant.
5. Will comply with all the reporting requirements.
6. Will use the funds for the purposes specified in the TA application.
7. Is willing and able to participate on the basis of funding levels recommended and approved by the District Department of the Environment - Energy Office and agreed upon by your institution.

Certifying Representative:

Signature _____ Date _____

Name _____ Title _____